



BIG MOUNTAIN SEWER DISTRICT

PO Box 1252
Whitefish, Montana 59937

Board of Directors Special Meeting Agenda June 29, 2020 9:00 am Northern Lights Conference Room, Kandahar Lodge

1. CALL TO ORDER

The meeting was called to order at 9:08 a.m. by President Sato. Present were – Jenn Sato, Sandie Carpenter, Brad Kincaid, and Leslie Bales. Dave Ruoff attended by calling in for the meeting. Bob Lund was ABSENT.

2. INTRODUCTIONS

3. PUBLIC COMMENT

4. PUBLIC HEARING FOR FY 2020 BUDGET AMENDMENTS

President Sato reported the FY2020 budget needs to be amended by an increase of \$60,000 additional in Professional Fees to cover the cost of the preparation of the grant applications by Anderson-Montgomery. President Sato opened the public hearing. There was no public present at the meeting. Bales reported the District had not received any written comments either for or against. President Sato closed the public hearing. Bales reported the final budget amount for FY2020 will be increased from \$492,241 to \$552,241 for Professional Fees. The remaining changes are line item adjustments within the already budgeted total dollar amounts. The line item adjustments are outlined in the FY2020 Budget Amendments along with explanations, which are attached. Kincaid made motion to approve the FY19-20 budget increase of \$60,000 to \$552,241 along with the line item adjustments as noted; second by Ruoff. Motion carried with Kincaid, Ruoff, Carpenter and Sato voting AYE, and Lund ABSENT.

5. ADOPT RESOLUTION 20-3 – “Amended Budget for FY2020”

Kincaid made motion to approve Resolution #20-3 Big Mountain Sewer District Budget Amendment for FY2020, second by Ruoff. Motion carried with Carpenter, Ruoff, Kincaid, and Sato voting AYE, and Lund ABSENT.

6. FY2021 PRELIMINARY BUDGET - Approval

Discussion regarding approval of the preliminary budget for FY2021 followed. Sato recommended increasing 5072 by \$50 to \$800. Ruoff stated he would like the General Manager to be an engineer, with Board agreeing this was a discussion to be held at a later date. Kincaid made motion to approve FY21 Preliminary budget with the change to 5072 from \$750 to \$800, second by Carpenter. Motion carried with Carpenter, Ruoff, Kincaid, and Sato voting AYE, and Lund ABSENT.

7. OTHER BUSINESS

a. Discussion of virtual attendance at BMSD Board Meetings

Carpenter made motion to allow call-in attendance for BMSD Board meetings, second by Kincaid. Motion carried with Carpenter, Ruoff, Kincaid, and Sato voting AYE, and Lund ABSENT.

Discussion followed regarding Zoom for business, and/or teleconferencing for meetings. Kincaid suggested looking into a conference bridge from Centurylink. Kincaid and Bales will research and report.

b. Set date for Public Meeting for Sewer Rates

Discussion of timeline, and meeting to set the tax roll and sewer rates for FY 20-21 followed. BMSD Board agreed they plan to move forward with a 5% increase, just enough to cover the City of Whitefish increase in rates for the following year. Bales will work on preparation of the tax assessments, updating for new properties and any errors found from prior years. Bales will send out a copy of the completed tax assessment roll to the BMSD Board with any changes highlighted for their review. Once the assessments are calculated, Bales will start on gathering current addresses combining information gathered from Big Mountain Water Company and the Flathead County GIS program. Bales will prepare a draft notice to be mailed out to BMSD customers notifying them of the proposed 5% increase.

BMSD Board meeting for adoption of the proposed 5% increase will be held on August 11, 2020 at 9 a.m. Letters notifying the BMSD customers to be in the mail on or before July 31st. Sato will arrange for the meeting room, and Carpenter and Sato offered to help with the mailing.

BMSD Board approved by Resolution #2020-4 – INTENT TO CHANGE SEWER RATES FOR USERS OF THE BIG MOUNTAIN SEWER DISTRICT with the meeting to be held on August 11, mailing to be sent out by July 31. Motion to approve Resolution 2020-4 by Carpenter, second by Kincaid Motion carried with Carpenter, Kincaid, Ruoff and Sato voting yes, and Lund ABSENT.

8. MISCELLANEOUS FOR THE GOOD OF THE ORDER

Sato reported we have received the contract from CIP Construction Technologies for manhole rehabilitation planned and budgeted for in FY20-21. Kincaid made motion to approve and authorize Sato to sign and execute the contract, second by Carpenter. Motion carried with Carpenter, Kincaid, Ruoff, and Sato voting AYE, and Lund ABSENT.

Kincaid reported BMSD has received the Engagement Letter from Doyle & Associates for the FY2019, FY2020 two-year audit to be completed in FY20-21. Kincaid made motion for Sato to sign and execute the engagement letter, second by Carpenter. Motion carried with Carpenter, Kincaid, Ruoff, and Sato voting AYE, and Lund ABSENT.

Meeting adjourned at 9:31 a.m..

Jennifer Sato, President

Leslie Bales, Secretary